STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
AUGUST 30, 2000

ATTENDEES:

Bill Perkins, Chair	Steve Adams	Dennis Bax
John Bax	Rich Beckwith	Mike Benzen
Larry Bonnot	Karen Boeger	Dena Brand
Pat Brooks	Christy Clark	Carolyn Cook
Kay Dinolfo	Jeff Falter	Cliff Gronauer
Jill Hansen	Russell Helm	Gina Hodge
Ritchie Jenkins	Don Lloyd	Gary Lyndaker
Carl L. Medley, II	Bob Meinhardt	John C. Mullen
Jim Myers	Rex Peterson	Tom Robbins
Betty Rottmann	Dave Schulte	Larry Seneker
Joe Stevenson	Tony Wening	Gerry Wethington

Bill Perkins opened the meeting at 8:30 a.m.

PRESENTATION

1.   Eligibility for CIT Services

Larry Bonnot and Dena Brand presented some proposed changes to the Computer Information
Technologist series classifications. The changes related to the Experience and Education Qualifications
section and allow for a broader range in applicants. A handout describing the actual change was distributed
for the approval of the ITAB. The changes allow employees to substitute deficiencies in education or
experience with professional or technical experience involving databases or applications using business
programming products on a year for year basis for a maximum of two years. The proposed changes were
approved unanimously. Dena requested a written response from the Committee stating the approval. Bill
will provide her with a formal response in writing.

        ACTION REQUIRED: Bill Perkins to provide Dena Brand with written approval of the proposed
        CIT classifications changes.

ACTION ITEMS

1.   Approval of the July 26, 2000, Information Technology Advisory Board Meeting Minutes

Bill asked if there were any changes, additions or deletions; two minor changes were noted. The minutes
of the last meeting were approved with changes.

 GENERAL BUSINESS

1.   CIO Update

Bill noted that this meeting would be the last ITAB meeting for Mike Benzen, as he has accepted another
position outside of state government, effective October 1st.

2.   E-Government Committee Update

Mike Benzen noted the decision had been made by the Budget Office to place any funding for E-

Government applications in a single budget item that would be handled through OIT, similar to the Y2K funding. Agencies should not include these items in their agency budget but should ensure that OIT is aware of their application. Any infrastructure funding in support of these applications will need to go to the agency budget. Mike noted that Jill Hansen of the Treasurer's Office is pursuing a statewide credit card contract that would centralize the contract and pay for the service centrally. This would be good for the citizen or customer as the charge would be free and it would be good for the agencies in that they would not have to pay for the charge either. Mike thanked Jill for her efforts as this will be a centerpiece for the E-Government efforts in the state. Missouri is one of many states that has digital signature legislation, but there continues to be issues regarding the essentiality of using digital signatures. Mike has arranged for a digital signatures expert to talk with agency legal and IT staffs. He hopes to have some decision on the requirement for digital signatures after that meeting. Mike asked that anyone considering digital signatures as a part of their operations attend the meeting when the date is scheduled. Mike asked that members pay particular attention to the E-Government issues during the next few weeks as the effort moves toward completion. There will need to be several short turnarounds on reviews and requests for information. E-Government vendors should still be referred to the Thursdays @ 10 meetings. Also Mike encouraged everyone to attend the Thursdays @ 10 meetings or send representatives.

3.   Performance Measures Update

Bill Perkins reported that a seminar is coming up in September on developing a balanced scorecard. The seminar will assist the committee in their efforts to make recommendations to ITAB regarding IT performance measures. The seminar will be open to ITAB members. The committee will have their normal meeting later in the month. The goal is to make recommendations regarding performance measures to ITAB during January of 2001.

4.   Project Management Update

Larry Seneker distributed a handout on risk analysis plans and the Project Review Committee. A project review checklist and a flowchart of the process were also included. Anyone with questions should contact Tom Stokes or the committee members. Bill Perkins stated the purpose of the Review Committee is to improve project management skills. OIT will receive the Form 5s and risk management plans. Copies of these will be distributed to the committee with one committee member assigned as the primary reviewer for each plan. Tom Stokes asked that the IT Directors send a copy of their risk plans to him when the Form 5 is submitted so as to expedite the process of approving risk plans as much as possible.

>   ACTION REQUIRED: IT Directors submit a copy of their risk plans to Tom Stokes at the time the Form 5 is submitted.

5.   SAM II Update

There was no update given for this item.

6.   SAM II Reporting Update

Betty Rottmann stated the team has finalized the power user training. A post training meeting was held to review the results of the training class. Very good results were noted from the training. She requested everyone to be sure that the staff who will be doing the reporting are patient, as changes are still being made to the database and the views. A mechanism is in place to submit questions to be answered. Jill

Hansen informed everyone that FMAC has created a committee on questions/issues relating to the SAM II help desk. Bill noted that AMS had contacted him and asked that he let everyone know that the recent lawsuit against them would not impact service to Missouri.

7.   Architectural Standards Update

Larry Seneker stated that Mike Schweiss with the Department of Health will begin chairing this committee. The committee will begin working on reconciling the architectural implications of the data.

8.   Prime Vendor Update

Carl Medley announced that the prime vendor contract has been assigned to Worldwide Technologies effective September 1st. The contract has been extended through September 2001. He announced that two sessions had been scheduled for the agencies to meet with the new vendors. The sessions are scheduled for September 6th in Room 492 at 9:00 a.m. and again at 1:30 p.m. He is also in the process of scheduling individual meetings with the agencies and their managers in the IT, purchasing and financial areas in the next few weeks. He noted that several staff members from GE have been absorbed by Worldwide Technologies. New orders sent through the 31st of August will be handled as normal through GE. Beginning September 1st, the orders will be placed through the new vendor. Agencies should notify Carl of any concerns or problems. The toll-free number for pricing and faxing orders will stay the same. The service number will be accessed off of this same number. The email and web addresses have changed. Agencies with outstanding invoices should re-contact GE to clear these issues up before Friday. If additional assistance is needed, contact Carl. An email was sent to the IT Directors late yesterday explaining all changes. Betty Rottmann requested that the OA Purchasing office notify the purchasing staff in the agencies.

9.   Internet/MOREnet Update

Tony Wening stated the contracts for Internet access out of the state's backbone were awarded to Qwest and AT&T. He also reported that they are replacing seven DS3's out to the Internet with four OC3's.

10.   Internet Support and Service Update

Christy Clark reported that the Internet Rate Structure Committee had met and requested the numbers from agencies. She hopes to have the proposed rate by the next meeting. Bill reminded everyone who has not submitted their agency's numbers to the Committee to do so.

        ACTION REQUIRED: Agencies to submit numbers to the Internet Rate Structure Committee.

11.   Statewide Purchasing Update

Larry Seneker stated that the CA consulting bid is under evaluation. Betty Rottmann noted that a fact finding session would be held today from 2:00 – 4:00 in this room on Oracle licensing. She noted that better pricing would be achieved if agencies pool together.

12.   Personnel Committee Update

There were no additional updates on this item.

13.   MOTEC Update

        Ton Robbins distributed a handout on the usage rate and reviewed the information listed. Bill Perkins
        noted that MOTEC had experienced a very successful year.

14.   Security Committee Update

        Rex Peterson stated that he had attended a META Group presentation last Friday. He noted he was
        impressed with the ability to determine risks vs. costs. He has tentatively scheduled their representative to
        make a presentation on September 21st at 1:00. He will confirm this later when he has received
        confirmation from the representative. He will send out an email to confirm the presentation. On the virus
        notification process, he is concerned with the amount of responsibility on the point person. OIT has
        contacted Gail Wekenborg's office to determine if someone from that office will take on this responsibility.
        Larry Seneker noted that agencies that already have pagers through Midwest Paging may use these pagers
        to participate in the process.

REPORT OF PLANNED/ACTIVE BIDS

Tony Wening informed the group that MOREnet is placing a bid for an online reference resource for business
resources and corporate information. It should be available in January.

REVIEW OF ACTION ITEMS

1.   Bill Perkins to provide Dena Brand with written approval of the proposed CIT classifications changes.
2.   IT Directors submit a copy of their risk plans to Tom Stokes at the time the Form 5 is submitted.
3.   Agencies to submit numbers to the Internet Rate Structure Committee
4.   Larry Seneker and/or his replacement will follow up on the virus notification process.

OPEN DISCUSSION

1.   Bill Perkins distributed a map to the Rickman Center for the October 4th ITAB Meeting.
2.   Bill Perkins also stated he had received a suggestion to prepare a transition document from ITAB to
        provide to the new administration. This will be discussed at the October 4th meeting. Volunteers will be
        asked to assist with drafting the document. A draft will be presented to the ITAB prior to submission.
        Mike Benzen stated the document should be kept brief.
3.   Pat Brooks stated that the Lotus Notes Users Group has expressed concern on the level and quality of
        support currently being provided by Lotus Notes throughout state government. The group is requesting
        they be allowed to provide input on the contract when it is renewed. Carl Medley will review the contract's
        language and schedule a meeting with the Committee to discuss support. Bill Perkins also suggested
        meeting with Tom Talbot. This topic will be reviewed again at the October meeting.
4.   Mike Benzen noted that if the appropriation for E-Government is received to complete your project,
        ongoing maintenance costs may be an issue. It should be the responsibility of the agency to move some of
        the cost savings for their budget into additional costs for maintenance.
5.   Bill Perkins suggested each agency prepare their attorneys for the E-Government meeting on digital
        signatures. If you have particular issues that you would like to have discussed, you may also want to
        suggest questions that you would like for them to ask. If you prefer, you may forward your questions to
        Mike Benzen, who will forward them to Joe Bednar to be addressed at the meeting.

6.   Bill Perkins requested an email detailing the actual Lotus Notes issues from the Lotus Notes Users Group to clarify the problems being identified. The email could be sent to Bill or Gerry Wethington.

NEXT MEETING

1.   The next ITAB Meeting is scheduled for **Wednesday, October 4, 2000,** at 8:30 a.m. at the Rickman Center.

BP/cc